

Town of Vienna July 4th Celebration
FOOD Vendor Information and Application
Festival Hours: 11:00 a.m. - 4:00 pm
Set up: 8 am - 10:30 a.m.
Health Inspection Approximately: 10:30 am

LOCATION OF EVENT: VIENNA COMMUNITY CENTER
120 CHERRY ST. SE , VIENNA, VA 22180
CONTACT: ENRIQUE GUZMAN - 703-255-6352
eguzman@viennava.gov
Community Center Number: 703-266-6360

BOOTH SPACE SIZE: 10 X 15
BOOTHS ARE OUTSIDE
NO ELECTRICITY PROVIDED

BOOTHS AVAILABLE FOR:

COMMERCIAL FOOD VENDORS

Must collect a 3% Town of Vienna Meals Tax.

****It is the responsibility of each vendor to comply with all federal, state and local tax ordinances. Vendor represents that it has or will have as of July 4 all necessary and required licenses, permits and/or certifications from all applicable government agencies. Vendor has sole responsibility associated with its sales at July 4th festival.**

Vendor understands and agrees to pay mandated local tax to the Town of Vienna of 3% of food and beverage sales. This percentage is subject to change. More information about the filing including filing form of this tax can be found at www.viennava.gov/Town_Regulations/meals_tax_report.pdf

NON PROFIT FOOD VENDORS

Example of Non Profit groups are local civic groups located in the greater Vienna area. All proceeds from the sale of the food items must go to the non profit group.

Vienna Meals Tax does not apply to non profits.

Vendors must provide the Town with a letter indicating they are non profit along with their Tax ID number.

Non profit groups holding a raffle require a permit/approval from the Town Manager's office.

GENERAL GUIDELINES

Booth Fees:

Non Profit \$30

Commercial \$100

- Payment made payable to **Town of Vienna** must be submitted with booth registration form. Checks only. Fees will be return only if the event is canceled.
- Groups should plan to provide their own tables, canopies, electric generators, etc. All vendors must clean their area of trash.
- **Food booths will be inspected by the Fairfax County Health Department. It is the responsibility of the Food vendor to request an application for a Temporary Food Permit, pay fee and comply with Health Department regulations. Call the Fairfax County Health Department at 703-246-2444 or www.co.fairfax.va.us for applications and specifics. You will lose your fee if you have not filed at least 15 days prior to the date of the event.**
- Spaces will be assigned in the order in which they are received. We will accommodate reasonable requests.
- Booths will be located along Cherry St. Vehicle access to booths will be restricted to unloading 8:00 a.m. - 10:30 a.m. and loading 4:30 p.m. - 6:30 p.m. **Booths must be ready for inspection by 10:30 a.m.**
- Vehicles must remain in the parking area for the duration of the event.
- Letter of confirmation will be issued by the Town of Vienna and should be presented upon arrival.
- If there is a cancellation for the entire day due to weather we will refund booth fees.
- Return the attached form and appropriate fees made payable to the **Town of Vienna** by June 3.
- Confirmations of acceptance will be sent in writing by June 15.

2011 FOOD VENDOR APPLICATION

TOWN OF VIENNA JULY 4TH FESTIVAL

Sunday, July 4, 2010 - No rain date

11:00 A.M. - 4:00 P.M.

Please Check One

☐ COMMERCIAL FOOD VENDOR - \$100 for 10 x 15 space - Number of Spaces _____

☐ NON PROFIT FOOD VENDOR - \$30 - Number of Spaces _____

Name of Vendor: _____

Contact Name: _____

Complete Address: _____

ADDRESS

CITY

ST

ZIP

Phone (work): _____ (home) _____ (cell) _____

Best number to reach you on the day of the event: _____ Email: _____

Do you have a trailer that needs additional parking space, If yes include description?

Do you have an oversized vehicle? If yes, describe: _____

LIST EVERY FOOD AND DRINK ITEM TO BE SOLD

MENU ITEM	CONTENTS/INGREDIENTS	PORTION SIZE	PRICE
Example: Hamburger	100% ground beef, white sesame seed bun, Ketchup, pickle, mustard	8 oz.	\$4

Please note: We want to ensure every food vendor is successful. Vendors may only sell items agreed to by the Parks and Recreation Department. Any changes in menu must be submitted in advance and in writing.

PLEASE SUBMIT COMPLETED APPLICATION AND FEE TO:

Vienna Community Center
Attn: Enrique Guzman
120 Cherry St. SE
Vienna, VA 22180

Revised 2/23/10